



# London Design & Engineering UTC

## Provider Access Policy

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Acknowledgements	Janice Tricks. Careers Lead. LDE UTC
Date Approved	1 February 2024
Policy Approved by	PDC Committee
Version	5.0
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## Version Control Table

Version	Date	Amended by	Rationale
0.1	01/09/2020	Gloria Gold	First draft of new policy.
0.2	11/09/2020	Janice Tricks	Link Directors added and careers framework amend following feedback from staff
1.0	24/09/2020		Version approved by the Board of Directors
1.1	15/09/2021	Janice Tricks	Careers Programme Table on page 5 updated.
2.0	23/09/2021		Version approved by the Board of Directors
2.1	02/02/2022	Janice Tricks	Policy updated following external review. Section 2 Learner entitlement updated. LDE UTC Careers Programme 2021-22 table replaced by new vision and strategic objectives section.
3.0	24/02/2022		Version approved by PDC Committee
3.1	15/02/2023	Janice Tricks	Policy name changed in accordance with latest statutory guidance. Sections 1, 3 and 4 updated
4.0	02/03/2023		Version approved by the Committee
4.1	25/01/2024	Janice Tricks	Policy reviewed no changes made.
5.0	01/02/2024		Version approved by the Committee

### **Guidance on version Control:**

*The above is an example of how to complete the Version control table.*

*Versions are 0.1, 0.2 etc until such point as the document is approved. Then it becomes version 1.0.*

*Subsequent edited versions become 1.1, 1.2, or if it's a major update, 2.0. Do not worry about the numbers going up and up its about getting the policy right – it's all fine.*

# ACCESS POLICY

## Policy Coverage

THE POLICY APPLIES OR COVERS THE FOLLOWING GROUPS			
Type of Learner	Tick (✓)	Type of Stakeholder	Tick (✓)
Key Stage 3 (KS3) Carousel	✓	Teaching Staff	✓
Key Stage 4 (KS4) GCSE	✓	Education Support Staff	✓
Key Stage 5 (KS5) Level 2	✓	Administrative Support Staff	✓
Key Stage 5 (KS5) Level 3	✓	Directors	✓
Key Stage 5 (KS5) A Levels	✓	Employers	✓
Apprentices	✓	Visitors / Contractors	✓

## Contents

1. Policy Aims.....	3
2. Learner Entitlement.....	3
3. LDE UTC Premises and Facilities.....	4
4. Monitoring and Evaluation.....	5
Vision and Strategic Objectives .....	6

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## 1. Policy Aims

This policy statement sets out the College's arrangements for managing the access of providers to learners at the College for the purpose of giving them information about the provider's education or training offer. This complies with the College's legal obligations under Section 42B of the Education Act 1997 and the updated statutory guidance for Provider Access legislation (PAL) for schools and colleges, updated 5<sup>th</sup> January 2023. [Careers guidance and access for education and training providers - GOV.UK \(www.gov.uk\)](#).

At the LDE UTC, we welcome the opportunity to work with both employers and organisations to support the curriculum of our learners and to prepare them for the world of work. We achieve this by utilising employer focused projects, presentations and other opportunities to develop learners' employability, academic and technical skills whilst providing them with invaluable information to support career choices. In addition, we ensure our learners are aware of the curriculum options available at colleges and other providers post 16 and at other transition points, by inviting a number of providers to attend LDE UTC in Term 4 for all year groups to access during Learning for Life.

## 2. Learner Entitlement

All learners in Years 9-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities along with information on university choices, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including education and apprenticeships – through events, assemblies, group discussions and taster events;
- to understand how to make applications for the full range of courses and apprenticeships.
- Have access to the Careers area of the LDE UTC website for resources and information.

If you are interested in supporting us in our journey to fill the skills gap within design, engineering, digital technology and the many other sectors our learners progress into or would like to know more about London Design and Engineering UTC, please call **Janice Tricks, Careers Lead**, on **0203 019 7333**, or email her at [janice.tricks@ldeutc.co.uk](mailto:janice.tricks@ldeutc.co.uk). Janice, or one of her colleagues, will be only too happy to discuss possible future engagement with you.

The UTC also has a Link Director, responsible for the careers programme at Board / governance level. The Link Director is Lynne Graham and she can be contacted at: [admin@ldeutc.co.uk](mailto:admin@ldeutc.co.uk)

<p><b>Year 9</b></p> <p>Identify and develop an understanding of employability skills and the wider world of work</p> <p>Employer engagement within curriculum subjects</p> <p>Industry mentoring</p> <p>Carousel of option choices and employer led careers information to support future choices</p> <p>Speed Networking</p> <p>Access to virtual work experience opportunities</p>	<p><b>Year 10</b></p> <p>Further develop employability skills</p> <p>Understand how subjects link to careers</p> <p>Understanding of Labour Market Information</p> <p>Employer engagement within curriculum subjects</p> <p>Industry Mentoring</p> <p>Create a CV</p> <p>Speed Networking</p> <p>Use of Social Media</p> <p>Access to virtual work experience opportunities</p>	<p><b>Year 11</b></p> <p>Post 16 pathways information</p> <p>Employer engagement within curriculum subjects</p> <p>Apprenticeship information session</p> <p>CV writing and applications targeted for apprenticeships / FE and other training opportunities</p> <p>The opportunity for an independent careers' advice and guidance meeting</p> <p>Have access to live apprenticeships and other opportunities</p> <p>Enrolment into Y12 and post 18 options</p> <p>Access to virtual work experience opportunities</p>
<p><b>Year 12 – 1 year Pathway</b></p> <p>Employer engagement within curriculum subjects</p> <p>Use of social media / etiquette</p> <p>The opportunity for an independent careers advice and guidance meeting</p> <p>Preparation for apprenticeships, FE and other technical pathway options</p> <p>CV and application preparation</p> <p>Access to virtual work experience opportunities</p>	<p><b>Year 12 – 2 and 3 year pathways</b></p> <p>Employer engagement within curriculum subjects</p> <p>UCAS information – personal statements, courses and choices</p> <p>Use of social media / etiquette</p> <p>Access to virtual work experience and industry insight opportunities</p> <p>Work experience</p>	<p><b>Year 13</b></p> <p>Applications made for university (Jan) including Oxbridge and Medicine (Oct)</p> <p>Have access to Live Apprenticeships and opportunities</p> <p>Employer engagement within curriculum subjects</p> <p>Continuing use of social media</p> <p>Access to virtual work experience and industry insight opportunities</p> <p>CV workshops, mock interviews and assessment centres.</p> <p>The opportunity for an independent careers' advice and guidance meeting.</p> <p>One-to-one sessions with Careers Lead and Head of Year to support applications</p>

### 3. LDE UTC Premises and Facilities

The College will make the main hall, classrooms, or private meeting rooms available for discussions between the provider and learners, as appropriate to the activity. The College will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Area on the first floor, which is managed by the Careers Lead. Resources are available to all learners at lunch and break times, and before and after college.

We have an existing Safeguarding Policy in place for external visitors (click here for Safeguarding Policy). [LDE UTC Safeguarding Policy - Sept 2023 - final.pdf](#) When visitors arrive, they will be handed a lanyard and a copy of the abridged version of the policy. You will need to be escorted at all times by a member of staff. If you have a current DBS, and become a frequent visitor, we will hold a copy of the document and issue a lanyard which should be worn at all times but will allow you to be unescorted on site.

All visitors must sign in and out of the building to fulfil health and safety requirements.

#### **4. Monitoring and Evaluation**

The policy will be evaluated by the Careers Lead and other appropriate members of staff using surveys, focus groups and feedback from learner voice and employers / organisations. The Careers Lead will evaluate the impact of events and activities undertaken at LDE UTC and amend the policy and careers framework accordingly.

All activities are recorded within Compass + and individual learner records are available. Termly evaluations are undertaken and forwarded to the Local London Careers Hub (Careers and Enterprise Company).

## Vision and Strategic Objectives

*'Creating a technology and employer led education that provides learners with the ability to exceed their potential celebrate their diversity and embrace the opportunities of the fourth 'industrial revolution.'*

We will provide an environment in which young people can overcome perceived barriers, exceed their expectations, explore opportunities and aspire to confidently embrace their future career.

Strategic Objective - Intent			
Learners have access to a progressive and sequential careers programme to allow them to make informed decisions and have a plan for their next steps at each transition point. Learners understand LMI and its relationship with employment. GBM 1,2,3,4,7,8	Develop and identify employability, academic and technical skills within an environment where employers, universities and other opportunities are central. Learners are encouraged to participate in activities and experiences to build social capital. GBM 4,5,6,7	Parents / carers will have confidence that their child will be prepared for their future career and can access information and guidance to support informed choices. GBM 1,3	Destinations data will be captured and monitored to provide data for development of the careers programme. GBM 3